CAPPS Financials — User Group Meeting Minutes
Thursday, Aug. 22, 2019
2–4:30 p.m.
Travis Building, Room 1-111

I.   Welcome/Announcements (Tony Martin)

- Roll call was taken for conference call attendees.
- User group meeting materials will be posted on FMX.
  - To be added to the user group distribution list, email the CAPPS Governance and Communications team at CAPPS.GTT@cpa.texas.gov.
- The Governance team is working on setting up the election process for new voting members for the fiscal 2020-21 biennium, which runs Sept. 1, 2019, through Aug. 31, 2021. Nominees have been received and voting occurx over the next week and a half. We will communicate the results.

II.   Production Update: Financials Support Requests (SRs) (Tony Martin)

- **SR Summary and Trend Report**
  - The *CAPPS Financials Summary and Trend Report 08/22/19* document was reviewed.
    - In July, there were 748 active SRs with 249 in high priority status. There were no critical SRs.
    - The trend showed 307 SRs opened and 199 SRs were closed.
    - The number of SRs opened is higher for the months of January through May. The number of requests relating to user preferences is dropping.
    - Due to fiscal year 2020 beginning and fiscal year 2019 ending, the number of SRs opened in July have risen and this pattern is expected to continue for the next couple of months.

- **Governance Approved Enhancements**
  - The *CAPPS Financials Governance Approved SRs 08/22/2019* document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
    - SR 9027 is a Reports module update to add journal DLT comments to the *Journal Detail Print* report. This SR is in *Acceptance Testing.*
    - SRs 6112 and 6784 are Reports module updates to add a "ship to" comment on the *PO Print* report. On Aug. 15, this SR moved to production. This SR is in *Pending Prod Approval* status.
    - SR 9159 is a Accounts Payable module update to modify the copy from template function. This SR is in *Acceptance Testing*.
    - SR 11992 is an update to the General Ledger and Accounts Payable Modules. This request allows users to get pre-release information. An issue was encountered in system test. This SR is *In Rework* status.

- **Required Maintenance**
  - The *CAPPS Financials Required Maintenance 08/22/19* document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
    - SR 10765 is a Purchase Order module update to display a header for TxSmartBuy PO ID. Issues were encountered during user acceptance testing (UAT). This SR is in Rework.
    - SR 14944 is an Accounts Payable module update to amend the due date to 45 days, instead of 30. This SR is in Acceptance Testing.

- SR 12670 is a modification to the fiscal year 2018 deployment. This SR is Pending Prod Approval and has migrated to production on Aug. 15.
- SR 13013 is an ePro module update that removed the grayed-out on the requisition line when the line is connected to a contact line that is marked for the price being changed on an order. This SR is Pending Prod Approval and migrated to production on Aug. 15.
- SR 12268 is a Purchase Order module update to override the schedule message, since it provides no function. This SR is Pending Prod Approval and migrated to production on Aug. 15.
- SR 12874 is an Interfaces module update to the EDI process to the next functionality for assigning voucher numbers and preventing duplications from one fiscal year to another. This SR is in Acceptance Testing.
- SR 9877 is an Accounts Payable and Purchase Order modules update that allows the TINS mail codes to auto process the mail code data to allow the selection of the correct mail codes by end users. This SR is in Acceptance Testing.

III. Production Updates: Fiscal Year-End Processing/Closeout Updates (Tony Martin)

- The FMX link for FPP T.001 was shown.

IV. Project Update: FIN Fiscal Year 2019 Deployment (Nyguel Sanders)

- The *CAPPS Fiscal Year 2019 Financials Agency Deployment Project Dashboard 08/22/19* document was reviewed.
- The project is green and on track. There are 19 agencies scheduled to deploy on Sept. 3, 2019.
- Soft go-live was successful.
- Train the Trainer sessions are complete.
- Key items in the next 30 days:
  - Business objects is testing in UAT3 environment. They are switched back to UAT1 after deployments are complete.

V. Project Update: CAPPS Fiscal Year 2020 Project Overview (Jay Ingram)

- The *CAPPS Fiscal Year 2020 GANTT Review 08/22/19* document was reviewed.
- Fiscal 2020 is a scheduled upgrade year for both HR/Payroll and Financials. The system is scheduled for baseline changes to Oracle images and tools. The HR/Payroll and Financials upgrade will go-live on July 6. UAT follows for agencies to provide feedback.
- HR/Payroll development will go-live on July 13. Agencies will test the new functions that CAPPS has added.
- The Financials development will go-live on Sept. 1. Agencies will test the new functions that CAPPS has added.
- The fiscal 2020 recruit project is adding more agencies to the system and CAPPS is requesting feedback for participation. In early April, CAPPS will start with low complexity agencies and then add more complex agencies in June.
- For the Travel and Expense project, the Comptroller of Public Accounts, Office of Court Administration, and Department of Information Resources agencies are the pilots agencies for deploying go-live on July 6.
- For the Enterprise Learning Management project, the Texas Parks and Wildlife Department, Railroad Commission are the pilot agencies for deploying CAPPS Learn go-live on April 3.
- The go-live for the Identity Access Management project is March 9.

VI.   Upcoming Meeting

- Thursday, Sept. 26, 2019, in the Travis Building, Room 1-111.